

## Technical Operations Support Intern

### Position Overview

We are seeking a motivated and detail-oriented **Technical Intern** to join our dynamic technical team at P&G Distribution Center. This internship offers an excellent opportunity for students to gain hands-on experience in a fast-paced environment while contributing to the development of job aids for our equipment.

### Key Responsibilities

- Collaborate with the technical team to understand the functions and operations of various equipment.
- Create clear and concise job aids, including manuals, quick reference guides, and instructional materials for equipment use and maintenance.
- Assist in the documentation of equipment specifications and operating procedures.
- Participate in testing and evaluating equipment to ensure accuracy and usability of job aids.
- Gather feedback from team members and end-users to improve job aids and instructional materials.
- Support the team in organizing training sessions or workshops to present job aids and educate users.
- Contribute to ongoing projects and initiatives within the technical team as needed.

### Qualifications

- Currently pursuing a degree in Engineering, Industrial Design, or a related field.
- Strong written and verbal communication skills, with an ability to present technical information clearly.
- Attention to detail and a passion for creating user-friendly documentation.
- Familiarity with technical writing, instructional design, or similar experience is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

- Ability to work independently and collaboratively in a team environment.

**What We Offer**

- A supportive and engaging work environment
- Hands-on experience
- Opportunities for professional development and networking

P&G Greece

Contact: Dimitrakaki Sofia (dimitrakaki.sd@pg.com)